

Blue text indicates information you will fill in for each payment request

PAYMENT REQUEST FORM
New Hampshire Estuaries Project
NH Department of Environmental Services

Step #1: Enter in Grant Information

Project Title: Protecting Land in the New Hampshire's Coastal Watershed

Contracting Agency/Org.: Coastal Watershed Land Trust

Address: 1 Watershed Way, Portsmouth, NH 03801

Contract Number: 123456 Total Grant Award: \$ 10,000.00

Reporting Period: 1/1/04 - 3/31/04 Project End Date: 12/31/2004

Payment Request No.: 2 Maximum Amount Reimbursable for This Payment Request: \$ 3,000.00

Step #2: Enter Previous Payment Information.

Step #3: Go To Reimbursable Expenses Worksheet

Step #4: Go To Reimbursable Expenses Worksheet

	Cummulative Expenses from Previous Payment Requests	Expenses This Period	Cummulative Expenses To Date
Personnel	\$ 1,000.00	+	\$ 3,942.31
Equipment and/or Supplies	\$ 500.00	+	\$ 1,000.00
Contractual	\$ 400.00	+	\$ 900.00
Travel	\$ 100.00	\$ 161.25	\$ 261.25
Other Cost (explain)		+	\$ 1,025.00
Indirect Costs	\$ 200.00	\$ 247.00	\$ 447.00
Total Costs	\$ 2,200.00	+	\$ 5,375.56
Requested Reimbursement	\$ 1,000.00	+	\$ 2,610.75
Match Amount	\$ 1,200.00	+	\$ 2,764.81

NOTE: Detailed documentation of supervisor approved employee time records must be kept on file by the agency

EXPLAIN OTHER COSTS: \$25 for renting both space at the Land Protection Conference (2/2/04) AND \$1000 cash match from Walmart on 3/15/04 for brochure production

Step #5 Explain Other Costs

Certified by: _____ Title _____ Date: _____

must be an original signature - no photocopies

Return Request to:

New Hampshire Estuaries Project, 50 International Dr, Suite 200, NH DES Coastal Office, P.O. Box 1000, Portsmouth, NH 03801

Step #6: Sign, Date and Mail with All Available Receipts and Volunteer Time Accounting Sheets

For Office Use Only		
NH Account Number	NHEP - 3671	Notes:
Federal Grant Number	CE 991711 -	
Project Contract No		

REIMBURSABLE EXPENSES WORKSHEET**Personnel**

ID#	Person or Meeting Date	Activity Description	Hourly Rate	Hours		Total
1	Director	adminstration, planning, and 5 meetings	\$ 50.00	15	\$	750.00
2	Assistant	minutes and brochure writing	\$ 25.00	25	\$	625.00
3					\$	-
4					\$	-
5					\$	-
6					\$	-
7					\$	-
8					\$	-
9					\$	-
					\$	1,375.00

Equipment or Supplies

ID#	Description		Total
1	GPS unit (receipt attached)	\$	350.00
2			
3			
4			
		\$	350.00

Contractual Services

ID#	Description		Total
1	Printing-Is-Us (printing of brochures and maps - invoice attached)	\$	500.00
2			
3			
4			
		\$	500.00

Travel

ID#	Miles	Rate/Mile	Description		Total
1	30	\$ 0.375	Director attending meetings in Epping and Greenland	\$	11.25
2	100	\$ 0.375	Assistant meeting with printer in Exeter	\$	37.50
3	200	\$ 0.375	Assistant - 12 meetings with town Conservation Commissions to discuss brochure	\$	75.00
4		\$ 0.375		\$	-
5		\$ 0.375		\$	-
6		\$ 0.375		\$	-
				\$	123.75

Other Costs

ID#	Description		Total
1	Booth Fee - Land Protection Conference (2/2/04), non-profit rate (invoice attached)		25
2			
3			
		\$	25.00

Indirect Costs

ID#	Description		Total
1	10% indirect fee assessed to all expenses		237
2			
3			
		\$	237.00

Grand Total	\$ 2,610.75
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MATCH WORKSHEET**Personnel**

Person or	Hourly			
ID# Meeting Date Activity Description	Rate	Hours	Total	
1 Graphic Artist designed brochure (signed vol. form attached)	\$ 25.00	25	\$ 625.00	
2 Tom Jones proofread brochure (signed vol. form attached)	\$ 17.19	10	\$ 171.90	
3 2/3/2004 Brochure meeting, 12 commissioners for 2 hrs (vol sheet attached)	\$ 17.19	24	\$ 412.56	
4 3/1/2004 Landowner meeting, 2 commissioners and 1 landowner, 1 hour	\$ 17.19	3	\$ 51.57	
5 Land Trust Assistant brochure writing	\$ 25.00	4	\$ 100.00	
6 3/15/2004 Design meeting, 4 commissioners for 3 hrs (vol sheet attached)	\$ 17.19	12	\$ 206.28	
7			\$ -	
8			\$ -	
9			\$ -	
			\$ 1,567.31	

Equipment or Supplies (Donated)

ID#	Description	Total
1	brochure paper, 1000 sheets @ \$.15	\$ 150.00
2		
3		
4		
		\$ 150.00

Contractual Services

ID#	Description	Total
1		
2		
3		
4		
		\$ -

Travel

ID#	Miles	Rate/Mile	Description	Total
1	100	\$ 0.375	Tom Jones traveling from Epping to Portsmouth office	\$ 37.500
2		\$ 0.375		\$ -
3		\$ 0.375		\$ -
4		\$ 0.375		\$ -
5		\$ 0.375		\$ -
6		\$ 0.375		\$ -
				\$ 37.500

Other Costs

ID#	Description	Total
1	Cash Match donated by Walmart for brochure production on 3/15/04	1000
2		
3		
		\$ 1,000.00

Indirect Costs

ID#	Description	Total
1	10% on the Land Trust Assistant listed above (personnel, item 5)	10
2		
3		
		\$ 10.00

Grand Total \$ 2,764.81